

Central Intelligence Agency



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Executive Registry

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NOTE FOR: DS&T/OSO 

SUBJECT: Your Suggestion Concerning Lack of Secretarial Help

You have put your finger on an issue that the Agency has been trying to resolve for a number of years. Part of this problem lies in the Secretarial Grade Pattern by which Agency secretarial positions are graded. Despite the pay advantages the pattern offers, it has provided little more than a perfunctory career track for secretaries due to grade compression at the GS-07 level. Over 60% of our secretaries are at this grade, a level many attain within 18 months of entering on duty.

Solutions for this and for some other motivational issues that we are acutely aware of do not come easily, but we believe we are beginning to make some headway. A recent Office of Personnel study has come up with some attractive proposals for resolving--at least in part--the grade compression problem. An interim fix, based on a pay banding concept, is in the works and a longer-term solution is being given close scrutiny. As you noted, the Secretary of the Year awards were but one of a number of activities geared to address motivational problems. We would welcome any specific ideas you may have in this regard.

Thanks for taking the time to express your concern.


✓ Executive DirectorDCI
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